CONFIDENTIAL

27 AUG 1984

MEMORANDUM FOR: Director of Data Processing

25X1   FROM: [   ]

                 Acting Executive Secretary, Honor and Merit Awards Board

25X1   SUBJECT: Certificate of Merit – [   ]

   1.   I am pleased to note that you have approved award of the
Certificate of Merit to [   ] in recognition of his excep-
tional achievements for the Agency.   Please inform him of the award,
of the security provisions governing it as set forth in the attached
memorandum from the Security Advisor, Honor and Merit Awards Board,
and advise him that the Protocol Branch, Office of Personnel, will
contact him to arrange presentation of the award.

   2.   We are committed to present awards as soon as possible
after their approval.   When you have contacted the awardee, please
ask a member of your staff to mail the attached "Return Copy" of
this memorandum to the Protocol Branch, indicating the date of your
notification and a telephone number on which the awardee can be
reached.

Attachments

25X1   ESD/PB/[   ]   (21Aug84)

Distribution:
 0 – Addressee
 1 – Addressee (for return to Protocol Branch)
 1 – OPF w/Form 600 and narrative
 1 – ExecSec/HMAB
 1 – DDA

UNCLASSIFIED when separated
from CONFIDENTIAL attachment

CONFIDENTIAL

10 August 1984

25X1

TO:

VIA: Recorder
         Honor and Merit Awards Board

SUBJECT: Security Reminders

Congratulations from the Office of Security.

As you are a recipient of an Agency award, the following security reminders are provided for your assistance:

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    ° It is left to your judgment as to who outside the Agency may be told of your award. Close friends and immediate family are suggested

    ° Specific details underlying the granting of the award shall not be released outside the Agency. This, of course, is to protect Agency sources, methods and activities. Also, information about the award shall not be released directly to the public information media.

You are cordially invited to address all inquiries of a security nature concerning your award to the Board or you may
25X1 wish to contact the undersigned directly on extension

25X1   FOR THE DIRECTOR OF SECURITY:

Security Advisor
Honor and Merit Awards Board

Original - Addressee
1 - Exec. Sec HMAB
1 - ODP
1 - Subject's File

25X1

C O N F I D E N T I A L